

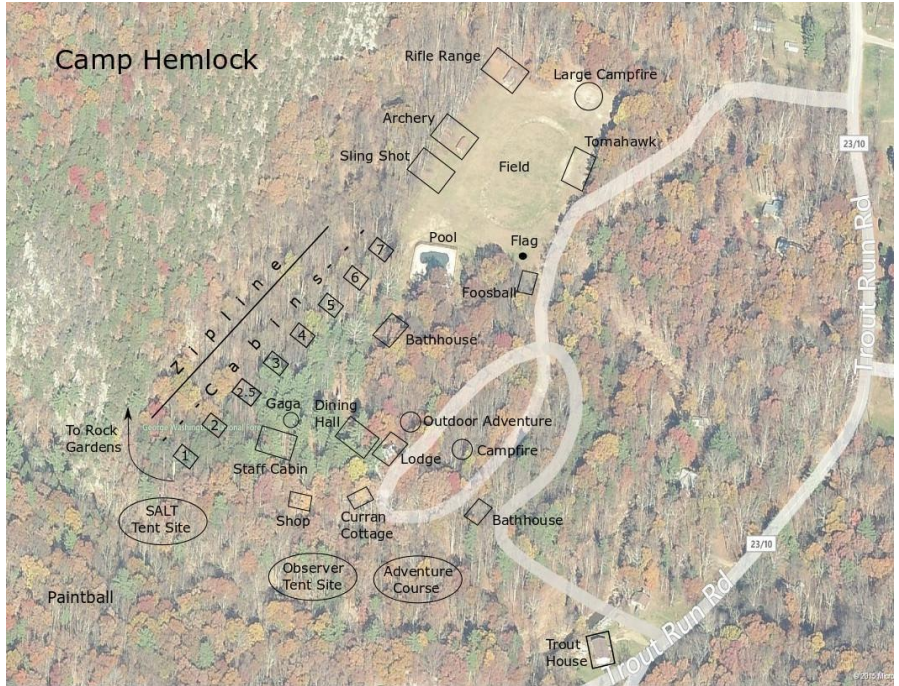


Adult Volunteer MANUAL

Revised 2023

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CAMP HISTORY

In the 1950s, a group of men from Wallace Presbyterian Church camped under the old-growth hemlock trees on what is now the paintball area. The towering trees were a covering above and reminded them of God's protective covering. They had a vision for a wilderness camping program devoted to winning and training young people for Christ. They purchased several parcels of land and named it Camp Hemlock after the protective trees with the intent of having a retreat from the busy world. These men had served and lived through the Second World War and saw the need for a place where individuals could come, quiet their hearts, rest in God's creation, and develop a deeper relationship with Him. The property represented a place where their children, friends, church groups, and future generations could come together to experience God in the quiet and beauty of the wilderness. Camp Hemlock was officially established and opened in 1960.

CAMP OPERATION & MANAGEMENT

Board of Directors, Capital Region CSB Ministries, Inc.

Camp Hemlock is managed and operated by the Board of Directors for Capital Region CSB Ministries, Inc. These individuals sacrifice their time, energy, finances, and personal goals for this Camp and for your ability to serve on staff.

Officers:

Gary Winkler	President
Dan Hayden	Vice President
Mark Bos	Vice President
Glenn Carlstrom	Secretary
John Rueger	Treasurer

Board Members:

Bill Barrans, Glenn Carlstrom, JoAnne Curran, Rebecca Baldassano, Amanda Murphy, Arden Musselman, Buz Rueger, Juliann Holbrook

Executive Director:

Assistant Camp Director - Girls' Director:

Rebecca "Loco" Baldassano

Camp Hemlock Vision and Mission

Vision Statement (What the organization is to become – The Why)

We aim to become your trusted Christian outdoor adventure camp that brings the message of salvation through Jesus Christ and encourages and mentors believers in their faith.

Mission Statement (What the organization does – The What and How)

- **We strengthen** the ministry of families, churches, and communities through Christian camping programs and activities that help people find and grow a relationship with God.
- **We surround** guests with God's creation and are away from the distractions of the modern world while at an outdoor adventure camp.
- **We give** our guests outdoor adventures they could not have at home and exciting new experiences.
- **We teach** about Jesus every day and all through the day as a Christian camp.
- **We develop** godly leaders among youth, through camping programs administered under the leadership of mature Christian examples.
- **We build** lifelong friendships.
- **We serve** others.
- **We minister** to youth and adults all year long.

STANDARDS OF FAITH & CONDUCT

I. Standard of Faith

- We believe in the Scripture of the Old and New Testaments as verbally inspired by God and inerrant in the original writing, and that they are of supreme and final authority in faith and life. (Joshua 1:7, 8), (2 Timothy 3:16)
- We believe in one God, eternally existing in three Persons: Father, Son and Holy Spirit. (John 14:6-11, 15-18)
- We believe that Jesus Christ, the eternal Son of God, was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man. (John 1:1-3, 14), (Hebrews 1:5), (Matthew 1:18)
- We believe that man was created in the image of God, that he sinned, and thereby incurred, not only physical death, but also that spiritual death which is separation from God; and that all human beings are born with a sinful nature, and are sinners in thought, word, and deed. (Genesis 1: 26, 27), (Romans 3:23), (Romans 5:15-19)
- We believe that the Lord Jesus Christ died for our sins according to the Scriptures, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the ground of His shed blood. (Isaiah 53:4, 5), (Romans 5:8)
- We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us, as High Priest and Advocate. (Matthew 28:1-11), (John 14-12-14), (Colossians 3:1), (Hebrews 4:14)
- We believe in the personal and imminent return of our Lord and Savior, Jesus Christ. (John 14:1-3), (Matthew 24:42)

- We believe that all who receive by faith the Lord Jesus Christ are born again through the regenerating work of the Holy Spirit, and thereby become children of God. (John 3:16-18), (Titus 3:5-7)
- We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost. (1 Corinthians 15:10-44), (Revelation 20:11-15)

II. Standard of Conduct

The life of board members, camp staff and volunteers should be positive. Scripture plainly teaches standards for honesty, self-control, humility and cleanness of speech and thought. We acknowledge our inability to meet God's standards through our own efforts, and depend on the Lord, continually giving thanks for the gifts of His increasing righteousness and continuing work of sanctification in us. The Lord's service requires clean vessels, and only through the guidance of His indwelling Holy Spirit can we be clean. (Ephesians 2:8-9), (1 Peter 1:2), (2 Cor. 7:1)

We also acknowledge the necessity for and the benefits of fellowship within God's church for exhortation, encouragement, and accountability. Solomon, with the wisdom given to him by our Heavenly Father, tells us that, "Iron sharpens iron, so one man sharpens another." (Proverbs 27:17) So let us strive to be bright and keen for Christ as the Brigade Motto states.

Some specific applications of the Biblical requirements for purity are:

- Not promoting lust through visual imagery, vulgar speech, and profanity.
 - Avoiding habit forming practices such as the abuse of alcohol and narcotics. (Romans 6)
- Christian leaders have the responsibility of maintaining scriptural standards of conduct that the young people to whom we minister can follow. Romans 12 and 13 have positive guidance on how God expects us to live. We cannot condone or promote any lifestyle that contradicts the standards that God has provided in His Word. (Matthew 18:5-6)

We believe that marriage unites one man and one woman in an exclusive lifetime commitment to each other (Genesis 2:23-24; Matthew 19:4-6). Marriage is a picture of the relationship between Christ and his bride the church; also marriage provides for intimate companionship, pure sexual expression and procreation. (Genesis 2:25), (Ephesians 5:31-33), (Genesis 1:28), (Proverbs 5:15-19), (1 Corinthians 7:1-5)

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of homosexuality, bisexuality, bestiality, incest, fornication, adultery, or pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance and that all conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin. (Genesis 1:27, 2:24, 19:5-7, 13), (Genesis 26:8-9), (Deut. 22:5), (Lev. 18:1-30), (1 Cor. 5:1, 6:9), (1 Thess. 4:1-8), (Hebrews 13:4), (Romans 1:26-29)

We cannot have one standard of conduct when being seen by impressionable young people and then revert to a lesser standard when we don't believe we are being watched. Our conduct must be consistent, so that what young people hear from us in camp they also witness by our personal conduct away from camp. (Romans 2)

Any director, associate director, honorary director, officer, agent, or any representative of Capital Region CSB Ministries, Inc. who fails to abide by these Standards of Faith and Conduct in word or action shall be subject to discipline, up to and including termination from service to the Corporation.

Camp Staff Hierarchy.

The **Executive Director** oversees the big picture, helps coordinate all the smaller parts, and helps make sure we are heading in the right direction. Ultimately, the entire camp program is his responsibility, and he delegates his responsibilities down the chain of command. This is his full-time job and he works all year long to help make summer camp happen working on fundraising, organizing work projects, recruiting staff, recruiting volunteers, recruiting campers, and communicating with our camp community, etc.

The **Assistant Camp Director or Girls' Director** oversees the girls program, coordinates girls staff and volunteers. She leads their training. The Girls Director also works closely with the Executive Director on the vision and implementation of Camp Hemlock's mission.

The **Assistant Camp Director or Boys' Director** oversees the boys program, coordinates staff and volunteers. He leads their training and oversees the SALT program. The Boys' Director also works closely with the Executive Director on the vision and implementation of Camp Hemlock's mission.

The **Program Director (PD)** is tasked to make sure that the operation of camp and the programs moves smoothly. The PD aims to make sure that all aspects (operations, camper safety, staff spiritual growth, staff interpersonal relationships, camper spiritual growth, camper fun, and camp property management) go smoothly.

The **Assistant Program Director (APD)** assist the **PD** and help lead specific activities or camp programs. They focus on owning tasks and learning different aspects of camp's business side and see the big picture program.

The **Adventure Program Supervisors** oversee all aspects of the adventure course and high ropes elements.

The **Senior Counselors (SCs)** are the adults responsible for each cabin group or activity station.

The **Junior Staff or Junior Counselors (JCs)** work to operate the camp at its fullest. They are responsible for leading camper activities and keeping camp clean and functioning. They are spiritual leaders for campers and role models.

CAMP LINGO

This is not an exhaustive list, but hopefully it will help.

Werth Hall/Shack/Staff Shack = large building behind the dining hall where the staff live.

PD room = The first room on the right of the staff shack. (Where Senior Staff members sleep and work)

Foyer = The common room in the front of the staff shack.

Shanty = The equipment shed where tools and resources can be found and utilized.

Loft = The equipment storage area above the dining hall.

Bible Ex = Bible Exploration, typically a Bible study or a short devotional.

Jack & Jill - Smaller bathhouse near the main campfire ring

Adam & Eve - Lodge bathrooms

Field Fire - fire ring out by the rifle range

Trout House - house across the bridge where the Executive Director and family stay

The Log Cabin/Haunted House - log cabin across the bridge where the Assistant Camp Director finds retreat and is used for storage of building materials

The Dip - low water bridge by the main entrance

The Cottage - A-frame log cabin next to the Lodge where the kitchen manager stays

Hemlock Beach - stream area next to Cabin 1

Paintball Course - across the stream from the Explorer tent sites. Often reached by driving up Trout Run Road past the Trout House and the next white house next to the blue tarp structure

SALT World Headquarters - closet between the main bathhouse entrances. Cleaning supplies are kept there. This should be kept locked.

Pool Closet - located behind the main bathhouse. Pool supplies and plumbing supplies are kept here. Additional pool supplies are kept in the plastic shed at the pool.

Volunteer Behavior Expectations

Out of Bounds. No going to the Rock Gardens at night. No skinny dipping anywhere. If you sleep in a cabin with campers, go to bed by lights out. Leave snakes alone. No alcohol, illegal drugs, smoking, or personal firearms.

Watch. Please wear a working watch at all times. We go by the clock, so this is important.

Attendance. Attendance is mandatory at Morning Meeting, Cabin Bible Study, Campfires, and rotations or activities that staff are leading or expected to attend unless you have permission to be away or another staff/volunteer member has replaced you.

Cell Phone We value a digital detox from technology during your time at camp. Adult volunteers should restrict their use of cell phones to the Lodge office area. Please use your cell phone as little as possible. You will connect better with those around you by disconnecting from your phone.

Kitchen food. Only take food from the Freedom Fridge in the kitchen. You may not rummage around in the other fridges, freezers, or storage shelves. That food was purchased for specific meals.

Unnecessary Risks. We are an outdoor adventure camp. Adventure is full of risks. We manage risks carefully by following proper procedures. It is quite possible to get seriously hurt or injured while at camp. Slow down and think through your actions. Be smart. Remember you will be held accountable for your actions. Camp Hemlock could be held accountable for your actions too.

Customer Service. Adult volunteers demonstrate excellent customer service and professionalism in their attitudes and behavior. Be good stewards of camp property. Maintain good hygiene habits. People, especially campers, are your priority. Smile and greet campers and guests. Show people you care about them.

Pray. Prayer is a powerful tool that God has given us. Working at camp can be hard. Pray about different parts of camp. Pray through deep issues and ones that are close to your heart. Use the quiet place that camp provides. Use this time to ask God to open your heart and allow him to speak into it.

Incident Reports. If there is an incident, accident, or near miss, you must fill out an incident report and give it to the program director or executive director. Incident reports can be found in the camp office.

Raiding Cabins and pranks on cabins are **prohibited**. Too many problems arise from this kind of activity.

STAFF & VOLUNTEER CULTURE

FIRST A Servant Leader!

Fun. Camp Hemlock Staff members have fun and enjoy being in relationship with God and each other all day long.

Initiative. Camp Hemlock Staff members are initiators who see what needs to be done and do it. This includes putting things away and picking up after yourself.

Responsibility. Camp Hemlock Staff members accept responsibility for their actions and accomplish Camp Hemlock's mission through self-discipline and accountability. Staff members arrive at their appointed place of duty prepared and on-time.

Spiritual (and Physical) Growth. Camp Hemlock Staff members actively pursue personal growth and Christian development through routine personal devotions, regular prayer, and the maintenance of physical fitness and a healthy lifestyle (including getting sufficient sleep at night). Camp Hemlock Staff members always pray and ask God, "What are you trying to teach me through this?"

Trustworthiness. Camp Hemlock Staff members may be relied upon as honest and truthful members of the Camp Hemlock community.

Authenticity. Camp Hemlock Staff members are real members of the Christian community who engage in authentic conversation and don't hide behind masks or pose as phony Christians. Camp Hemlock Staff members maintain a confident expectation in the promises and faithfulness of God.

Servant Leadership. Camp Hemlock Staff members seek first to serve others. They look out for the needs of others and the needs of the Camp above their own needs.

Dress Code

Camp Hemlock believes the scriptures teach that a believer is to dress in such a way that attention is not drawn to the body (1 Peter 3:1-4). Modesty is the believer's rule of thumb.

- The camp reserves the right to define and enforce the meaning of the term "modest".
- Swimming attire: Girls must wear a swimsuit that covers the torso. Boys are not permitted to wear bikini trunks. The camp reserves the right to restrict swimming privileges if a modest swimsuit is not worn.
- Shorts should not be too short.
- Clothing with objectionable slogans, logos, or pictures is not allowed.
- All clothing is to be modest in style and not draw attention to the body.
- *Flip-flops or Slides* should not be worn at camp except in the shower. This is for foot and ankle safety.

Child Abuse Prevention

Child abuse has become a nationwide issue. Schools, camps, and other youth organizations have come under intense scrutiny. We must be sensitive and well informed to avoid having potential difficulties in this area. Protecting campers from any sexual, physical or emotional abuse is our primary responsibility. Even the appearance of wrongdoing or a false allegation can cause irreparable damage to the reputation of the accused staff member and the camp. **All staff members & volunteers must avoid doing anything that is or could be interpreted as sexual, physical, or emotional abuse.**

The definition of sexual abuse/harassment is: "Any tricked, forced, manipulated, or coerced sexual activity for the pleasure of the abuser".

Abuse/harassment offenses fall into two categories: touching and non-touching.

Touching offenses include:

1. Fondling
2. Oral, genital or anal stimulation
3. Non-violent intercourse
4. Incest
5. Rape
6. Assault
7. Murder

Non-touching offenses include:

1. Verbal sexual stimulation
2. Obscene phone calls
3. Indecent exposure
4. Peeping in doors and windows
5. Causing or allowing a child to witness adult sexual relations

Even hugging can be interpreted as sexual abuse. Therefore, the official policy at Camp Hemlock is **a hug is acceptable, but prolonged hugging is not**. A hug is a simple act of five seconds or less. Hugging or embracing a camper for longer periods is unacceptable. In practical terms, this means no sitting at campfire service or any other time with a camper on your lap or with your arm around them.

In a camp setting, physical abuse is most likely to occur when a counselor is disciplining a rebellious or unruly camper. Anything done while disciplining a camper to inflict pain is considered child abuse. **No hitting, slapping, spanking, shaking, squeezing or any other activity which could be considered as physically abusive either individually or as a group is permitted.**

Emotional and psychological abuse are also unacceptable. **This includes, screaming, derogatory remarks, or forcing a camper to do something that they are emotionally or psychologically incapable of doing.** Any other action which is emotionally or psychologically abusive is not permitted.

Any action you observe that is not acceptable behavior according to the above guidelines must be reported immediately to the executive director, acting camp director or an assistant director. He or she will guide you through the reporting process. Camp can be held

criminally liable if we fail to report suspicions or knowledge of child abuse. As a staff member, you are obligated to abide by the above guidelines on child abuse or resign.

Modesty

- Respect campers' privacy. **Staff members & volunteers must respect the privacy of campers in situations such as changing clothes and taking showers at camp**, and intrude only to the extent that health and safety require. Staff must respect their own privacy in similar situations.
- Staff or campers shall never "sit around" or "walk around" without a towel or clothing covering areas. **It is against policy to display sexual body parts intentionally.** Towels must be worn at all times, including going to and from the shower.


One-On-Ones

- All one-on-one interactions with campers must be done in a public place with others visible (**seen but not necessarily heard**). A third person is always encouraged in these settings.
- Staff & volunteer to camper: Staff members should use extreme care in avoiding one-on-one encounters with campers. **In situations that require personal conferences, the meeting is to be conducted in view of other adults and campers.** If a camper approaches you when you are alone, move quickly to an area where there are others or ask the camper to meet you somewhere else (in a public area) in a few minutes. **Stay public.**
- Camper to Camper: Care must be taken to minimize one-on-one encounters between campers

Two-Deep Supervision

- Campers must be supervised by at least two staff members at all times
- Use the Buddy or Truddy system
- Adults and campers do not share tents
- Campers must be in a tent with someone within at least two years of age

The 3 T's

TOUCH	
Appropriate	Inappropriate
Handshakes, fist bumps, and high-fives	frontal hugs with opposite sex
holding hands with young campers in escort situations	back rubs, arm tickles, massages, etc.
short, congratulatory, or greeting side hugs	touching of private parts (no exceptions!)
pats on the shoulder or back	touching a child in anger, disgust, or frustration
arm around the shoulders, touching hands, shoulders, arms	intimate wrestling or tickling
Piggybacks with young campers	lap sitting 
Leg sitting	Kissing

TALK	
Appropriate	Inappropriate
verbal praise for achievement or behavior (positive reinforcement)	compliments or questions relating to physique or body development
verbal encouragement	verbal harassment, humiliation, or abuse
appropriate jokes	swearing, cursing, or vulgar language
Age appropriate scripturally-based teaching (non-sexual for Juniors and discrete non-descriptive for teens)	sexual jokes, homosexual innuendoes, or bathroom humor, detailed negative personal experiences
	individual secrets or special gifts
	sexual coaching or conversation
	name calling, shaming, belittling, frightening
	Gossip about other campers or staff

TERRITORY	
Appropriate	Inappropriate
public one-on-one interaction (see policy below)	lying on a bed with a minor
group or public environments	private one-on-one interactions
	Curtains/bunk forts

Camper Discipline

- The purpose of camper discipline is to bring about positive character qualities. It is not for punishment. Discipline is not to a child but for a child. **It is an effort to motivate good behavior.** This happens through positive relationships not favors, promises, or bribes.
- Counselors & volunteers need to ask, "How can I, as the counselor (or volunteer), help the camper learn?"
- Use the word *Please*
- It is not so much what you say, but how you say it. Yelling or harsh statements might make you feel good, but they will not have the intended consequence you sought.

- Discipline used at camp should be positive and constructive. **Corporal punishment is not permitted.** If behavioral problems escalate, involve your leadership chain of command as soon as possible in the process.
- At no time will a camper, staff member, or volunteer ever be physically struck by any person here at camp. Cabin pillow fights or pool noodle wars are an exception provided that it is the context of a group game and with appropriate restraint.
- **Hazing Prohibited.** Physical hazing and initiations are prohibited and may not be included as part of any camp activity.
- Four step approach to discipline:
 - General announcement of the rule (eliminate surprises)
 - Call violators by name and say please
 - If violation continues, walk over to the offending individual, get down to eye level, and remind them what you asked
 - If they continue, isolate the individual away from the group for a further discussion. Remember we are never alone with a camper. You must be in sight but not necessarily in hearing distance.
- Expect obedience
- Try to ask, not order
- Try to find out the why behind the behavior of those being disciplined - do they have an unsatisfied need? Is it for attention? Do they feel inadequate or unloved?
- **It is always best to not discipline a camper in front of others.** Let the camper save face by not having the cabin overhearing the discipline. Never humiliate the camper even if you do feel frustrated.
- Discipline conversations are best done when you are within arms reach of each other. The farther apart you are the harder it is to connect and receive compliance.
- Be consistent. There are the official rules and there are the rules from that list that you enforce. Campers are looking to see what you allow.
- Discipline their behavior instead of their personality.
- Keep your temper
- The disciplinary action should follow as soon as possible after the offense
- **Use the 3 Fs: Fair, Firm, Friendly**

*Some information taken from the CCCA Focus Series *The Counselor's Role in Camper Discipline*

Dealing with Trauma and Campers

Adverse Childhood Experiences (ACE's) are potentially traumatic events that occur in childhood (0-17 years). 60% of people experience at least one ACE in their childhood, and 1 in 6 children have experienced four or more ACE's. Children growing up with toxic stress may have difficulty forming healthy and stable relationships.

There are 10 ACE's in total. Five ACE's are personal: (1) emotional abuse (2) physical abuse (3) sexual abuse (4) emotional neglect (5) physical neglect. The next five are related to other family members: (6) absence of a parent through divorce, death, or abandonment (7) a parent

treated violently (8) household member who abused alcohol or drugs (9) household member diagnosed with mental illness (10) household member who went to prison.

Trauma impacts all areas of life. Children with multiple ACE's may struggle with regulating emotions, organization skills, or engaging in activities. Some display reactivity, impulsivity, aggression, or perfectionism. It is important to note that campers who display this behavior may not have ACE's in their background.

There are many ways to support campers that can be healing or impactful experiences for them.

- **Emotional Safety:** Be aware of children's emotions. View displays of emotions as a time for teaching children emotional awareness. Help campers to verbally label emotions being experienced. Empathize and validate their emotions. See below for examples of what you can say. After, help children solve the problem at hand (and set limits where appropriate).
 - "I can see why you feel that way."
 - "I can relate to that feeling. I've been in a similar place."
 - "Thank you for trusting me to talk to me. It took courage to share that with me"
 - "I see that you are throwing rocks and crying. It looks like you are feeling angry. Would you like to talk about it?"
 - "What can I do to support you?"
- **Mindfulness Grounding Exercises:** If a camper is feeling homesick, overwhelmed, or potentially triggered, lead them through a mindfulness activity that brings their focus back to the present. It also serves as a distraction. Ask campers to do the following:
 - Tell me 5 things you see. For example, I see a leaf near my foot.
 - Tell me 4 things you feel. For example, I feel my hat on my head.
 - Tell me 3 things you hear. For example, I hear the hum of the air conditioner.
 - Tell me 2 things you smell. For example, I smell the fresh air.
 - Tell me 1 thing you taste. For example, I taste the sweetness of the chocolate I had at lunch.
 - TIP: If you, as a staff member, are feeling overwhelmed, try this exercise yourself! It can be very helpful.
- **Check In.** When camper's share that they've experienced trauma, or are having a hard time, make sure to check in with them periodically throughout the week. They want to be seen.
- **Abuse.** Please read the section above about abuse. Follow all required protocols if a camper shares of abuse, or you suspect that abuse is taking place.
- **Ask for Help.** Not sure what to do to support a camper? Ask your program director, assistant camp director, or executive camp director for help. They are there to support you!

CONDUCTING BIBLE EX

How to Conduct a Bible Ex Devotional. Once a day there is a time set aside for the Junior Counselor (JC) to give a longer devotional. The adult cabin counselor's role in this is to support the JC in leading, provide crowd control, help get discussions going. Your job is not to lovingly monologue or take over the discussion. During this time it is important to settle the campers down, ask questions that get them thinking, and also to make sure to clearly present the message. It is your responsibility to look over and be familiar with the material.

Find a good location. If the bugs are bad or there is a group playing nearby, the campers aren't going to be paying attention to you. Make sure you have given everyone a chance to use the bathroom beforehand. Set an expectation of behavior each session.

Bible Ex Do's:

- Do make sure everyone has a Bible
- Do make sure everyone has a chance to talk
- Do make sure campers feel comfortable to share their ideas
- Do pray for guidance and wisdom
- Do ask your senior counselor what he or she thinks on the topic

Bible Ex Don'ts

- Don't assume everyone knows where to find the story in the Bible
- Don't assume everyone likes to read out loud
- Don't assume everyone knows the story or related stories in the Bible
- Don't assume everyone knows big Christian words
- Don't assume everyone is a Christian or has grown up in church
- Don't feel like you have to talk the most. Campers should talk more than you do

CONDUCTING VESPERS

Use the 30 minutes of Vespers to allow campers to read the daily devotional from Keys for Camp. Campers can read from their Bible and pray. No sleeping allowed but people can lay on their beds. It should be quiet in the cabin. The final 5-10 minutes can be used to discuss the Keys for Camp devotional or take any questions. Vespers should be done inside the cabin. No one should be running around camp. All of camp should be quiet.

WITNESSING TO CAMPERS

How to Witness to Campers The campers see staff members & volunteers as role models and you have a huge opportunity to use that influence for the good of the campers. As a role model you can ask questions and encourage them to take their faith seriously.

- Share your testimony with a camper at the pool.
- Share an answered prayer with someone.
- Challenge them to read a book of the Bible.
- Ask them what their favorite Bible story is and ask why.
- Share your favorite book of the Bible and why.
- Be bold and pray for campers out loud as they raise concerns.

Here are three steps you can take to develop your confidence and ability to engage in dialogue with campers about spiritual concerns:

1. Write down the key verses you would like to use if a camper expresses interest in following Christ. Keep these verses in the back of your Bible. You could use the familiar Roman's Road: Romans 3:10, 5:8, 6:23, 10:9. Perhaps a verse that was helpful to you in your own conversion would be appropriate.
2. Remember, there is no harm in saying, "I don't know, but I'll try to find out." There can be some tough questions. Welcome these questions as opportunities to talk and even to grow. Be honest and rely on the Holy Spirit to use your simple words. Try not to overwhelm campers with your views or Christian language, but let them think through these matters.
3. Recognize that personal evangelism is not a matter of persuasive tactics or clever arguments. We don't talk campers into conversion. We don't manipulate them to say the right words, especially by scaring them. Rather, we tell them about Jesus and what he has done through His death on the Cross. We invite a camper to commit his or her life to Christ. Our job is to present the Gospel. The Holy Spirit will convict a person of a need for Christ. The camper must respond on their own if their conversion is to be sincere and genuine."

3 Approaches to Lead a Camper to Christ

1. Four Spiritual Laws Approach

The Four Spiritual Laws

1 God loves you and offers a wonderful plan for you life

God's Love

"For God so loved the world that He gave His one and only Son, that whoever believes in Him shall not perish but have eternal life. (John 3:16).

God's Plan

[Christ speaking] "I came that they might have life, and might have it abundantly" (John 10:10).

Why is it that most people are not experiencing the abundant life? Because...

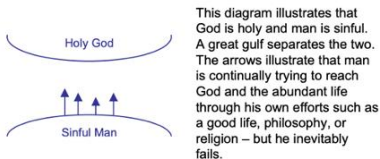
2 Man is sinful and separated from God. Therefore, he cannot know and experience God's love and plan for his life.

Man is Sinful

"All have sinned and fall short of the glory of God" (Romans 3:23)

Man is Separated

"The wages of sin is death" [spiritual separation from God] (Romans 6:23)



The third law explains the only way to bridge the gulf...

3 Jesus Christ is God's only provision for man's sin. Through Him you can know and experience God's love and plan for your life.

He Died in Our Place

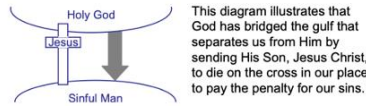
"God demonstrates His own love toward us, in that while we were yet sinners, Christ died for us. (Romans 5:8)

He Rose from the Dead

"Christ died for our sins...He was buried... He was raised on the third day, according to the scriptures" (1 Corinthians 15:3-4).

He is the Only Way to God

"Jesus said to him, 'I am the way and the truth and the life; no one comes to the Father but through me. (John 14:6).



It is not enough just to know these three laws...

4 We must individually receive Jesus Christ as Savior and Lord; then we can know and experience God's love and plan for our lives

We Must Receive Christ

"As many as received Him, to them He gave the right to become Children of God, even to those who believe on His name." (John 1:12).

We Receive Christ Through Faith

"By grace you have been saved through faith; and not of yourselves. It is the gift of God; not as a result of works that no one should boast" (Ephesians 2:8-9).

We Receive Christ Through Personal Invitation

[Christ speaking] "Behold I stand at the door and knock; if anyone hears my voice and opens the door, I will come into him" (Revelation 3:20).

Receiving Christ involves turning to God from self (repentance) and trusting Christ to come into our life to forgive sin and to make us what He wants us to be. Just to agree **intellectually** that Jesus Christ is the Son of God and that He died on the cross for our sins is not enough. Nor is it enough to have an **emotional** experience. We receive Jesus Christ by **faith**, as an act of the **will**.



These drawings illustrate a person (the circle on the left) with Jesus outside, knocking on the door and wanting to come in. But He will only enter if invited. The circle on the right represents a person who has opened the door and invited Jesus in. Which circle do you want to represent your life?

You can receive Christ by faith right now through a prayer of faith. God knows your heart and is not concerned with your words. The following is a suggested prayer.

Lord Jesus, I need you. Thank you for dying on the cross for my sins. I receive you into my life as Savior and Lord. Thank you for forgiving my sins and giving me eternal life. Take control of the throne of my life. Make me the kind of person you want me to be.

Does this prayer express the desire of your heart?

If it does, I invite you to pray this prayer right now, and Christ will come into your life as He promised.

2. Colors Approach Use each color to describe the path to salvation

Gold - In the beginning God created a perfect world for people to live in.

Black - God gave people the ability to follow his commands or not. Everyone has decided to disobey God. This sin separates us from God. Our sin must be judged and paid for.

Red - God loved us enough to send his son Jesus to pay for our sins and rescue us. Jesus suffered and bled and died on the cross for you and me.

White - Then Jesus rose from the grave proving he had won the battle over sin and death.

White makes us think of things that are clean like pure snow. We can be clean in God's eyes by admitting we are sinful, turning to God, and putting our trust in Jesus. When we do this he makes us ready for Heaven, and gives us a brand new life to live for Him.

Green - Living things grow. God wants us to grow in our new life and faith. We grow by reading the Bible, praying, and gathering with other Christians like at church.

3. The Romans Road Approach

Walk the camper through the following verses in your Bible or their Bible. You can even highlight in their Bible if appropriate.

- Romans 3:23 - For all have sinned and fall short of the glory of God
- Romans 6:23 - For the wages of sin is death, but the gift of God is eternal life through Christ our Lord
- Romans 5:8 - But God demonstrates his own love for us in this that while we were still sinners, Christ died for us.
- Romans 10:9-10 - That if you confess with your mouth, "Jesus is Lord," and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you confess and are saved.
- Romans 10:13 - For everyone who calls on the name of the Lord will be saved.

ROLE OF ADULT CABIN COUNSELOR

Adult Cabin Counselors work directly with younger campers and a Junior Counselor throughout each day. Responsibilities include:

- a. Pray for the Jr. Counselor and campers in your cabin.
- b. Be an example in everything you do.
- c. Check on lost clothing each day.
- d. Check to see that the campers are washed before each meal.
- e. Consult with the Jr. Counselor and PD about problems.
- f. Assist as a table leader in the dining hall.
- g. Help clean up the cabin for inspection each day.

Typical responsibilities include:

- Keeping track of all campers at all times.
- Staying on schedule throughout the day.
- Holding a daily-extended devotional which is led by a junior counselor.
- Being involved in the evening game and pool time.
- Helping the rotation leaders maintain a safe and controlled environment.

Homesickness

For many campers of any age it is a normal and reasonable reaction to feel homesickness in response to separation from home, coping with unfamiliar surroundings, and not having a coping device such as a phone. This is a temporary state of anxiety. Some feel homesickness from anxiety over fitting in. The overriding concern is “Will I make friends?” Your job as a counselor is to interact and make connections with the camper as you guide the camper towards comfort and a successful stay.

Homesickness most often occurs after campfire, after dinner, in between activities, during resting times.

Here are some strategies for helping a camper. They are not necessarily a linear path of steps

- Early on, introduce campers to older campers who were once in their shoes.
- Ask campers how they’re doing, and really listen to their answer. Let them know it’s okay to miss home.
- Distract campers with all the fun activities at camp.
- Make sure they are kept involved and occupied during activities.
- Talk about their favorite parts of the day. Campers will tell you they are unhappy, so remind them of all the good things they did today and what is coming up tomorrow.
- Let them know that homesickness is okay. It’s okay to miss home and still have fun. Tell campers that you’ve seen kids before who are homesick for the first few days and then we have to drag them home at the end of the week. Let them know that homesickness isn’t forever.
- **Do not promise they can call home.**
- Teach coping. Pray with the camper.
- Encourage the camper to remember Bible verses related to God’s care.
- Play with time. Encourage the camper to take one day at a time.
 - Sunday: “You just got here. Wait til you see what we are doing tomorrow.”
 - Monday: “A lot of people are homesick on the first day. What are you looking forward to doing tomorrow?”
 - Tuesday: “Tomorrow is the halfway point.”
 - Wednesday: “You’ve already made it halfway through the week. You’re going to be so proud to finish.”
 - Thursday: “The week is almost over and you’ve had so much fun.”
 - Friday: “You’re going home tomorrow. Let’s make your parents proud by making it until then.”
- Remind them that their parents signed them up for camp because they want them to have fun and succeed at camp. Nothing will make their parents happier than knowing that they are having the time of their lives at camp.
- Have the camper think about loved ones and what those loved ones would say to help.
- Acknowledge and validate the camper’s feelings. Reassure them that their feelings are normal and that they can still continue to stay and will have a good time. Share briefly how you can relate to their story.

- Find out information about the camper by asking questions about home, siblings, pets, interests (sports, music, reading, movies, etc). Gently probe to see if a divorce, or death in the family, or other situation at home may be the underlying cause of sadness
- Walk and talk: Walk around camp together. Always be in view of the rest of the staff. Walking puts a camper more at ease.
- Give options. This gives some control to a camper who feels like they have limited options
 - Do you want to walk around the field, or do you prefer to sit under this tree?
 - Do you need to cry some more, or are you ready to talk a little?
 - Do you want to have a snack from the kitchen, or shall we get a stuffed animal from your cabin?
- Get them to take deep breaths if they are crying or emotional
- Overcome the mantras: **Two phrases often dominate the homesick camper’s mind: “I want to go home,” and, in some cases, “My parents said they would pick me up if I didn’t like camp.”** It is your role to change this thinking, and with persistent, multiple strategies, to set a new course for a different outcome. Try saying something like this: “Before you think about going home, you’ll need to spend some more time getting to know your cabin mates, and you have to take part in some of the terrific camp programs.” Or, “For any camper to leave camp, we need to first get permission from the camp director, and we also need to talk with your parents.”
- Buy Time: You will need to get the camper to agree to stay at camp and give it a try. Get them talking about things they want to try at camp. Here’s one option: “Please give me and Camp Hemlock a chance. We’ve talked about some of the things that you like about life at camp. How about taking the next 72 hours to try to enjoy camp and get involved with X activity and Y program?”
- Show interest. Delve deeper into a camper’s specific struggle. Some questions might make them cry. Crying is part of letting go and healing. Sometimes just be still and quiet until the camper has had a chance to gather their thoughts.
 - What are some of the things that trigger your sadness or homesickness?
 - What time of day are you the most worried or sad?
 - What memories of home and family make you feel sad or alone?
 - What did you like about the day camp you went to last summer?
 - Why do you think your parents wanted you come to camp?
 - What are you worried about or scared of?
- Talk about a positive future.
 - Talk to them about how proud they will be to finish camp.
 - Talk about how proud their parents will be of them for staying.
 - Talk about how this experience will show their growth and maturity
- Replace the idea that because they are homesick they should go home now with the idea that if they stay homesick and don’t like camp they don’t have to come back next year.
- **Get the camper more engaged and participating.** Play a game with the camper. Kids aren’t usually homesick when they are engaged. Homesickness comes when they are disengaged and thinking about home.

- Have them write a letter home with you. They must put in all the cool things they have done so far at camp.
- Do not make promises about phone calls home to parents. The camp director will be in contact with parents and ask the parents for advice in the situation, ask if the parents would like the child to stay, ask for an email from the parents to the child.

<https://www.acacamps.org/resource-library/camping-magazine/helping-homesick-campe>

ACTIVITY INFORMATION

Camp staff will lead most rotations. Here are some areas where adult volunteers may be leaders.

Crayfish Hunting

Equipment: small net, bucket, Twizzlers

Procedure: locate a crayfish in the creek. Slowly dangle a Twizzler in front of the crayfish. The crayfish will grab onto the Twizzler. Slowly lift the crayfish and scoop with the net. Replace all crayfish when done for the next group. We do not need to eat crayfish. Put them back for the next group.

Caving

- Everyone wears a helmet with chin strap and has a flashlight. Bring backup flashlights
- Obtain permission from the cave owner. Place a Camp Hemlock sign in the van window.
- Stay together
- Wear clothes, particularly long sleeves and pants, that can get dirty
- Bring a first aid kit

Pool

- No running on the pool deck.
- No diving or going down the slide head first
- Everyone is out immediately in the event of thunder.
- Be careful of rough play near the pool edges.
- No dunking on the basketball hoop (it will bend and break).
- Lifeguard's instructions are law.

Trout Pond

- Stay within the swimming area—no swimming in the rest of the lake.
- No canoes in the swimming area.

- No throwing sand.
- No hanging on ropes.
- Staff must keep track of campers unless relieved by another qualified adult.
- Everyone is out immediately in the event of thunder.
- Stay in canoes. No one is allowed to be out of the canoe swimming in the main lake area. Remain seated in canoes. Life jackets must be worn.
- Do not get out of your canoe to climb on the giant concrete structure in the lake.
- Staff's instructions are law.

Rainy Day Activities

Remember that campers will respond to rain in line with how you respond to rain. If you say, "This is the worst day ever!" then that is how campers will respond too. "Looks like it's rainy. We've got some great things to do anyway" means campers will embrace the day. Be positive.

Things to Remember:

- Be sure campers are dressed appropriately and staying warm if it is a cold rain
- Be flexible in the schedule
- Consider all facility locations (Werth Hall, dining hall, breezeway, screened in porch, cabins, Lodge, etc)

Possible Activities - Coordinate with the PD

- The field rotations can usually be completed in the rain
- Games at the top of Werth Hall
- Cabin skits performed for the camp in Werth Hall. Allow skit props
- Letter writing
- Relay races in Werth Hall or Dining Hall
- YouTube Karaoke - use kid-friendly songs from Kids Bop Karaoke, Disney Karaoke, Kids Karaoke. Sing solo, duos, or groups. Counselors should perform.
- Corn Hole in Dining Hall or front porches
- Minute to Win It challenges (can be found online)
- Kahoot games in Werth Hall. One counselor phone per group will be needed
- Fishbowl game - can make clues more camp specific. Be sure there is a person monitoring the clues as they are handed in for appropriateness.
<https://funattic.com/how-to-play-fishbowl-game/>
- Make forts in the cabins out of sleeping bags - this could be judged by staff
- Boardgames
- Write thank you cards to donors
- Word Searches - can create personalized with camper/staff names, and Hemlock specific words
- Slow motion tag
- Fortunately/Unfortunately Story: Sit in a circle. Leader begins the story with a sentence with the word fortunately. The next person continues with a sentence that begins with unfortunately. The pattern continues as you try to make a story that makes sense.
- Bingo

- Balloon volleyball
- Paper airplane for distance contest
- 4 Corners Dance Off - Play music, everyone dances, when music stops everyone runs to a corner. A blindfolded counselor calls out a corner. Everyone in that corner is out. Keep playing until there is a winner.
- Check the camp book *101 Incredible Rainy Day Activities*

Vehicle Policy

- Van and Humvee drivers should be between the age of 21 and 75 and have a valid driver's license
- The Farm Use F150, Gator, Bobcat UTV and gas golf cart may be driven by senior staff, board members, and adult volunteers with a valid driver's license and permission of the executive director
- The electric golf cart is for the executive director and his family
- Senior staff and adult volunteers may drive personal vehicles
- Junior staff may not drive personal vehicles during the camp season
- Gas golf cart should only have two riders who are both sitting in the front seats. It is not made to carry several staff hanging off the back
- The electric golf cart can have up to four riders sitting in proper seats
- The Gator can have two riders in the front and two riders in the bed
- All vehicles should be driven at a safe speed and are not for joy rides
- Vehicles should be parked in the parking area near the Lodge
- Senior staff are to sign the Rules and Guidelines document. There is a 3 strike limit.
- Junior and senior staff should obtain permission to leave camp property. Adult volunteers should notify the program director or executive director if needing to leave the property.

Camp Emergency Plan

A continuous sounding of three short horn blasts signals a camp emergency

Immediately report to the flag raising area.

Line up with your cabin partners.

Report all present or those missing.

Remain lined up and wait for further instructions.

Natural Disasters

Thunderstorms and Lightning

- Quickly leave the field or other outdoor location and get indoors in a cabin, Werth Hall, the Lodge, or Dining Hall if thunder and lightning are present.
- At Trout Pond, everyone should quickly move to the pavilion

- If on a summit during a hike, or place that is the highest location around: quickly descend to a lower elevation, in the opposite direction of the approaching storm.
- If you are beside isolated trees or the tallest trees: try to move quickly to a group of lower trees or assume the lightning position: crouch, with your feet close together and your bottom off the ground. Do not place your hands on the ground. If you have access to an insulating material (such as a sleeping pad or backpack), crouch on top of it. Avoid the temptation to crouch together as a group during a storm. Participants should spread out, 15-20 feet apart.
- If in an open field, where you are the tallest object: try to find a low-lying area or assume the lightning position (crouch down placing your feet together and tucking your head towards your knees).
- On/in water: If found in this situation, immediately return to shore. Get out of canoes.
- If a building or a car is available, immediately retreat to shelter.
- Dense forests, located in a depression, can be a good place to wait out a storm.
- NOTE: Many activities at camp can still be done in the rain as long as there is no thunder present.

Tornado

- If a warning is issued through the Werth Hall speaker or by a vehicle driving around, head for a protected area immediately. The safest buildings at camp are either of the bathhouses. The dining hall may be used for overflow, but the bathhouses are the preferred locations.
- Find a safe place; stay low, covering neck and head.
- Places to avoid include: the RV, tents, Trout House, vehicles, Lodge near the windows, cabins
- If shelter is unavailable move away from the tornado's path at a right angle. If movement is not possible, lie flat in a ditch and cover your neck and head with your arms.

Flash Floods

- The creek around Camp Hemlock often floods after strong rains occur in the mountains even if it did not rain at camp.
- During heavy rains, avoid natural stream beds and narrow channels, which tend to create fast waters.
- Flash floods are dangerous due to swift currents and their unpredictable nature. When warnings are posted, evacuate the area immediately.
- If evacuation is not possible, seek the best route to higher ground. Do not attempt to outrun the water. Climb straight up a tree, bank, hill, etc.
- Never attempt to wade or drive through water.
- If in a car, get out of the vehicle and call for help.
- Do not attempt to canoe or raft in Trout Run during high water.

Missing Camper

A missing camper is usually found in the bathroom or cabin. Please check there first before you run to the staff in a panic. Use the radios to communicate and coordinate.

- Alert the PD and Director
- Recruit help of staff
- Stay calm
- Check all bathrooms
- Check all cabins
- Check Werth Hall upstairs and downstairs
- Check the pool
- Check along the creek
- Send a staff member along the trail to the Rock Gardens and back with a radio
- Send a staff member in a car towards town and another away from town
- At Trout Pond, check the bathrooms, lake, send a staffer around the lake, playground, along trails the group traveled, parking lot, inside vehicles.

Pets

- Not everyone loves dogs and cats as much as the next person. This can be due to allergies, negative experiences in the past, or culture
- Volunteers should leave their pets at home
- No cats
- Per WV Health Department regulations, dogs must have a rabies vaccination on file in the camp office
- Dog owners must clean up after their dogs
- Dogs that jump, bite, or are not able to be controlled must be kept on a leash at all times
- Junior staff may not bring pets
- When in doubt, leave your pet at home
- The executive director is able to have a dog because he has a separate home on site to house the dog.